

# Summer Term 2021: Onsite provision for all

13<sup>th</sup> April Onwards

COVID-19: A Guide for students, staff and families



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## Introduction

The coronavirus (COVID-19) continues to present a great number of challenges to us and the whole education community. As part of national social distancing measures to limit the spread of coronavirus (COVID-19), limited numbers of children and young people have attended educational and childcare settings, to ensure that students and staff attending could do so safely. That is why, since 4<sup>th</sup> January 2021, education and childcare settings have only been open to priority groups. As well as offering face-to-face provision for those able to attend, the school has provided a significant amount to support the remote education of those who have remained at home via Google Classrooms and paper-based work packs.

During March 2021 we have been able to increase the provision onsite. **From 13<sup>th</sup> April 2021 we will be fully opening the school to all years.** In order to ensure that students and staff can return to full- time schooling safely, Ysgol Clywedog has carried out a risk assessment. This document is based on the outcomes of the School Risk Assessment which has been compiled in line with Government Guidelines.

It is recognised that a return to the physical school site, will be difficult for some students and staff who will have experienced a range of challenges during the last few months. These challenges may have presented themselves as a result of 'lockdown'; social distancing; illness; and, in some cases, bereavement.

The approach is underpinned by the latest understanding of the science available to Welsh Government, which indicates the need for a phased approach to limit the risk of increasing the rate of transmission (often referred to as the R 'reproduction' value) above 1. The increased operation of the school is based on a stabilisation of the R-value. Therefore, should this worsen then the school will adapt accordingly, in line with local authority and Welsh Government advice.

The school has ensured that the latest guidance from Public Health Wales is at the core of any plans. This includes:

- a requirement that people who are unwell with symptoms of COVID-19 stay at home
- robust hand and respiratory hygiene including ventilation
- increased use of face coverings
- continue increased cleaning arrangements
- use of lateral flow testing
- active engagement with Test, Trace, Protect strategy
- formal consideration of how to reduce contacts and maximise social and physical distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contact between learners, learners and staff, and between staff are reduced will depend on the school's circumstances and should include:

- grouping learners together
- avoiding contact between separate groups as much as possible
- arranging classrooms with forward facing desks, recognising this may not be possible or appropriate in all schools/settings
- staff maintaining distance from learners and other staff as much as possible.

It is anticipated that students, parents/carers and staff may feel apprehensive about the risks. However, the provision can be made far safer through adherence to the published government guidelines. These include social distancing, hygiene and self-isolation of those showing symptoms, or living with someone showing symptoms. This will minimise the risk of transmission of infection.

As in the Autumn and Spring terms, the decisions we have taken at school are based on what we feel is safe, practicable and directly linked to the existing scientific and medical information available. As we return for the summer term we will be working with our students and staff to reinforce the key messages of frequent handwashing and good personal hygiene; maintaining social distancing and 'bubbles', as far as is reasonable, as approaches to reducing the risk of infection. Following an analysis of the school site, we have established the class size capacity. To reduce social mixing, each year group will form a 'bubble'. These 'bubbles' will continue to be situated in a designated form zones of the school. In other words, each year group will only use their own specified zone. We will also stagger key stage 3 and key stage 4 breaks and, regrettably, there will be limited use of specialist areas of the school, e.g. design technology workshops, to reduce the risk of transmission of the virus.

The purpose of the guide is to explain how school will operate during April in the first instance, and hopefully throughout the summer term. It may not address every question but it is designed to provide clarity on how and why school will operate in the way it will from April 13<sup>th</sup> onwards. We will continue to review this as the term progresses and we will continue to reflect changes as Welsh Government assessments are made.

These changes are designed for the safety of all. Naturally, I trust families will appreciate that where a student is unable to follow these safety measures then the school will have to assess suitability of provision. I cannot emphasise enough how important it is that everyone follows the guidelines at school.

Thank you again for your support and cooperation to date, and for the coming weeks and months.

A handwritten signature in dark ink, appearing to read 'Matt Vickery', written in a cursive style.

Matt Vickery  
Head teacher

## Health and Safety Summary

### Existing measures that will continue:

- There are hand sanitiser stations at every entrance and bottles in every classroom. Students will be asked to wash hands or use the sanitisers as frequently as possible.
- Teachers and students in closer contact will use screens.
- Staff and students should wear face coverings when inside the buildings. This now includes face coverings in classrooms.
- All vending machines will be disconnected, and students should bring their own drinks and snacks.
- Toilets will be allocated in year zones and will be cleaned on a regular basis. Students must ensure they ONLY use the toilets allocated to their year zone. (see further information below)
- All classrooms will have desks arranged to minimise student face to face positioning/interaction.
- Staff will maintain a minimum of 2m distance from students in all classrooms.
- We will have our own cleaning team on duty throughout the day and there will be frequent cleaning of the site.
- Each year group bubble will have their own social area and this must be adhered to outside of lesson time. Students should not wander into the social areas of other year bubbles.
- Staff will enforce the 'catch it, bin it, kill it' message.
- An attendance record and seating plan will be recorded every lesson to assist with Track, Trace and Protect.
- No physical contact sports can be played at either breaks or lunchtimes.
- Due to the restrictions of zoning pupils, we will be unable to offer canteen facilities at break time and students should bring their own snacks and drinks for this time. There will be a reduced menu that will be offered to our students on a strictly pre-order basis for lunch, food will be brought to the year group zones. Please see further information below regarding arrangements for ordering. However, we request, if possible, students bring their own packed lunches.
- If you require a meeting with a member of staff, please contact our school office and arrangements will be made to accommodate you.
- A clean area will be available in the school for students displaying symptoms.
- Key Stage 3 students will mainly remain in the same teaching group for each lesson.
- Desks and shared items will be cleaned after every lesson in the specialist rooms, which will only be accessed by year 10 and 11 students.
- Students will access the specialist rooms using an outside route, supervised by the teacher.
- The use of facemasks in classrooms where social distancing is not possible
- The use of lateral flow tests with staff and key stage 4 students

### New measures for 12<sup>th</sup> April onwards:

- 3 ply face coverings for adults onsite

**The safety and well-being of our community is our absolute priority and we have made careful and extensive preparations to ensure a safe attendance for all.**

## Attendance

Please be aware that we will be maintaining the 3 rules we have had in place since March 2020. This includes 'Stay at home if you feel ill'. Please do not attend school if this is the case.

### Those displaying symptoms of COVID-19

Under no circumstances should students or staff attend schools/setting if they

- feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 10 days;
- live in a household with someone who has symptoms of COVID or has tested positive to COVID-19 in the past 10 days.

## School Operations (Video guides available on the school website)

A comprehensive assessment of the risks associated with COVID-19 has been undertaken. Control measures have been introduced in order to limit these risks. However, it is important that all members of the school community adhere to these to lower the risk of transmission of the virus.

The plan below will be reviewed on a daily basis and any changes will be communicated as soon as possible.

**12<sup>th</sup> April 2021**

Staff only

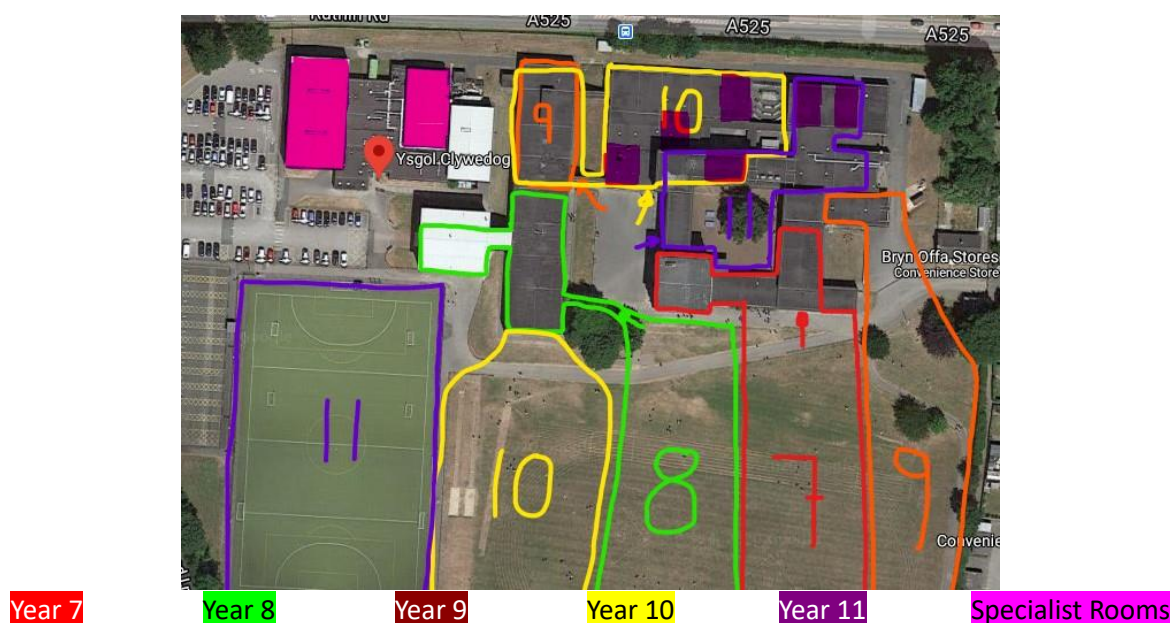
**13<sup>th</sup> April 2021**

All students start

### Entrance/Exit

To stagger entry to the school, both gates will continue to be open. Only essential visitors, including parents, will be allowed on site. It is important that students follow the designated routes and entry points to the form zones to help keep others safe.

When on site, students (irrespective of year group) will not be permitted to leave and return to the site.



### **Understanding zones and 'bubbles'**

The school will continue to use the designated form zones, where classes will be based. These year groups will be 'bubbles'. Each form zone will be made up of only one year group, to reduce the amount of contact students have with each other. Students of each year will only be able to use their own zone.

When a year 10 or 11 class need to access a specialist room, they will go to their current room and then be taken to the specialist room by the member of staff using an outdoor route where possible. This will ensure movement when corridors are empty. At the end of the lesson the classroom will be cleaned using the same disinfectant solution we are using for door handles.

### **Classrooms**

To ensure a worthwhile timetable, students will stay in their own areas and staff will move around the school. To facilitate this, staff will remain at least 2m away from students and each other. Classroom arrangements and activities will be remodelled to ensure appropriate distancing and to minimise physical contact.

Using rooms for multiple groups of students will be avoided for year 7, 8 and 9. To facilitate the delivery of option students, year 10 and 11 students will move classrooms within the form zone and depending on the subject may access a specialist room. Students will use the same zone for activities and for meals. This avoids risk of transmission from zone to zone and keeps the number of people each person comes into contact with to a minimum.

Activities, breaks and lunch will be taken in a designated area outside, or an indoor space within the zone for wet breaks and lunches.

The classrooms have good levels of airflow and ventilation, which includes opening of windows and doors.

### **Year 7**

Students will continue to follow their timetable and be taught in their form groups, which are mixed ability classes based upon information on friendship groups received from primary schools. This arrangement helps to support students in settling in and setting arrangements will be reviewed at the end of the autumn term. Students will be allocated a designated form room where the relevant subject specialists will teach them for most of their lessons.

During lessons, contacts with other students will be limited to students from the same class. However, during break and lunch times, students will continue to access a designated year zone within school where their contact should only be with the others from the same year group. For year 7 this is the main hall.

Whenever students enter their designated room, they will always occupy their allocated desk on the seating plan.

### **Year 8**

Students will continue follow their timetable and be taught in mixed ability groups. Students will be allocated a designated form room where the relevant subject specialists will teach them for most of their lessons.

During lessons, contacts with other students will largely be limited to students from the same class. However, during break and lunch times, students will continue to access a designated zone within school where their contact should only be with the others from the same year group. For year 8 this is the sports hall.

Whenever students enter their designated room, they will always occupy their allocated desk on the seating plan.

### **Year 9**

Students will continue to follow their timetable and be taught in bands that are set by ability based upon their overall attainment. Students will move between classrooms to access their different sets. Students will be allocated a designated form room where the relevant subject specialists will teach them for most of their lessons.

During lessons, contacts with other students will largely be limited to students from the same class. However, during break and lunch times, students will continue to access a designated zone within school where their contact should only be with the others from the same year group. For year 9 this is the small canteen.

Whenever students enter their designated room, they will always occupy their allocated desk on the seating plan.

## **Years 10 and 11**

Students will continue to follow their timetable and be taught in classes that are set by ability, based upon their attainment in their individual subjects. Students will move between classrooms in order to access their different sets and option choices. When required, students will move to specialist rooms using an outside route where possible. They will only move accompanied by a member of staff.

During lessons, contacts will therefore occur with other students from across the whole year group.

To reduce the risk of transmission, all students will be expected to use the hand sanitisers available.

During break and lunch times, students will continue to access a designated zone within school where their contact will only be with the others from the same year group. For year 10 this is the Key Stage 4 study area and for year 11 the main canteen.

Whenever students enter their designated room, they will always occupy their allocated desk on the seating plan.

## **Cleaning and maintaining the site**

The cleaning of non-healthcare settings guidance is understood by the relevant staff and will be followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (e.g. vinyl or nitrile gloves and aprons).

We have increased the cleaning hours and purchased a specific cleaning machine for viruses.

The form zones and areas used each day will be cleaned each day. Hard surfaces will be cleaned with warm soapy water and then disinfected with the cleaning products normally used. Particular attention will be given to clean 'high-touch' areas and surfaces, which will be cleaned more frequently than normal, including bathrooms, railings, tables, equipment and door handles. Our cleaning staff will be expected to maintain social distancing from each other and from teaching/support staff and students at all times.

Tissues will be placed in a separate waste bin with a lid and disposed of safely. The school will double-bag this waste in line with latest guidance and ensure it is removed daily.

If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it will be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is. Our Site Manager will ensure that the cleaning team fully understand the cleaning requirements; and ensure that they have appropriate training, products and equipment available in a timely manner.

A hygiene 'check list' of frequently touched surfaces will be cleaned using designated materials. These include

- Bannisters and/or balustrades;
- Classroom desks and tables;
- Toilet facilities;
- Door and window handles;
- Furniture;
- Light switches;
- Reception desks;
- Computer equipment;
- Sports equipment;
- Telephones;

## **School day**

The school day will start at the same time with both gates open. Students and staff will attend for full day sessions. However, each key stage will be allocated staggered break and lunch times to reduce the number of students moving at the same time. The end of the day will also be staggered. For the first two weeks we will extend break and lunch times to support well-being and allow students time to catch up socially.



**Enhanced hygiene expectations** - The school will ensure that all staff and students are made aware of the importance of regularly washing their hands. Specifically, that hands should be washed with soap and water for at least 20 seconds. Staff will also ensure students are reminded of effective handwashing techniques, as highlighted by the National Health Service [guidance](#). These will be displayed around the school as posters for clarity.

Regular handwashing should include

- on arrival at and when leaving the school;
- before and after handling food;
- before and after handling objects and equipment that may have been used by others;
- where there has been any physical contact; and
- after people blow their nose, sneeze or cough.

Handwashing is considered more effective than the use of hand sanitizers. However, hand sanitizers have been made available to increase opportunities for students and staff to maintain high standards of personal hygiene. Hand sanitisers will be placed in every classroom used, as well as zone entrance and exit points. However, students and staff may wish to carry their own personal hand sanitiser.

Students and staff should cough into their elbow. Insofar as it is possible, students and staff should be encouraged not to touch their face, especially when using a tissue or elbow to cough.

While the school will reinforce good personal hygiene habits, the support of families at home to instil the importance of these practices is crucial to reducing risk of transmission. Support will be made available for any students who have trouble cleaning their hands independently e.g. some of our younger students and/or those students with additional learning needs. There may also be occasions where some students may be supervised during hand washing to maintain routines.

#### **Use of face coverings**

At Ysgol Clywedog we will continue to expect staff and students to wear face coverings in certain areas. We feel it is appropriate as;

The layout of parts of the school makes it difficult to stick to social distancing when moving around. We are introducing this option, alongside the other protective measures put in place to ensure a safe return. In summary:

- Staff and students should wear face coverings when inside the school building, this now includes the classrooms.
- We will supply each student with a reusable mask.
- We will have a small supply of spares available for students who struggle to access them, or if theirs have become unsafe to wear. We will not turn students away if they don't have them, but they will be expected to wear them.
- We will make sure staff and students receive clear instructions on how to put on, remove, store and dispose of them.

How to put on a face covering safely: [http://www.youtube.com/watch?v=9Tv2BVN\\_WTk](http://www.youtube.com/watch?v=9Tv2BVN_WTk) (W.H.O.)

Welsh Government FAQs regarding face coverings: <https://gov.wales/face-coverings-frequently-asked-questions>

People who are exempt from wearing a face covering:

- you are not able to put on or to wear a face covering because of a physical or mental illness, or because of a condition or impairment
- you are accompanying somebody who relies on lip reading where they need to communicate and you cannot access a clear face covering
- you are escaping from a threat or danger and don't have a face covering

It is not necessary for a person who is exempt to request a letter from a medical professional about their reason for not wearing a face mask. Please inform the school if your child is exempt via [mailbox@clywedog.wrexham.sch.uk](mailto:mailbox@clywedog.wrexham.sch.uk)

Asthma UK has said most people with the condition are able to wear a mask, adding that the coverings do not reduce a person's oxygen supply.

However, they added if it makes the asthmatic person feel breathless then they should take it off.

### **Uniform and Equipment**

Students will be required to wear full school uniform, please see the link for further information: <http://clywedog.org/parents/school-uniform/>

Please can I remind you that no fabric trainers or shoes are permitted; shoes or trainers must be plain black leather-style, with no logos, colours or flashing.

Blazers are compulsory; however, in warm weather the jumper is optional.

Students will be required to bring a school bag to carry their books and equipment, and I would also ask that you ensure that your child always has the necessary equipment, to reduce the likelihood of any transmission that may arise when they borrow materials.

In addition, we will seek to reduce the need for teachers to collect books or work from students and will continue to provide homework or additional resources via Google Classrooms.

To reduce the need for access to changing rooms we will continue allowing students to wear a PE kit on days that they have PE on the timetable. **Please ensure this is a school PE kit as part of the school uniform.**

### **Identifying and managing students/staff with symptoms**

The most common, though not exclusive, symptoms of COVID-19 are a persistent dry cough; difficulty in breathing; loss of taste and/or smell; and high temperature. Parents/carers and staff are asked to follow the national [guidance](#) in relation to 'stay at home' where these symptoms are identified.

Any student or member of staff who displays symptoms will be sent home immediately. Students displaying symptoms of coronavirus will be isolated, in a designated area of the school, so that they do not come in contact with other students and as few staff as possible. The student will remain safe until collection.

Where a symptomatic student is waiting to go home, they must use different toilets to the rest of the school to minimise the spread of infection. Parents/carers need to be aware that, for the safety of other students and staff, they may need to be available to collect their child in the event of them displaying symptoms and/or become unwell.

In the case of a symptomatic student who requires supervision prior to collection

- Supervising staff will wear a fluid-resistant surgical mask;
- Where contact is necessary, supervising staff will also wear disposable gloves and a disposable apron; and
- If there is a risk of splashing to the eyes, such as from coughing, spitting and/or vomiting, supervising staff will also wear eye protection;
- Supervising staff will wash their hands thoroughly for 20 seconds, after the student has been collected.

All areas used by a symptomatic student will require a deep clean once vacated. Where a member of staff displays symptoms of COVID-19, they will report to the head teacher before returning home. Symptomatic staff are to follow [advice](#) given.

### **Social distancing**

The school has taken steps to ensure social distancing arrangements are in place and supported. There will be areas of the school where 2m is not possible between students, but students should avoid any physical contact and remain apart as much as possible. The school's expectations around social distancing have been developed to help keep students, staff, and their families safe and well. These measures are designed to help ensure that the chain of infection is broken.

Staff are also expected to remember that social distancing applies to their interactions with other staff as well as students: it is easy to forget this. The use of staff rooms and/or departmental workrooms will be staggered to limit occupancy, or where possible, other rooms in school are utilised as break rooms for staff. An additional staffroom will continue to be used.

The school will continue to use telephone contact and Google Meet to support interaction with students, families, governors and other stakeholders. Meetings with families will only take place on a face-to-face basis, when it is considered safe to do so. This measure is designed to limit the number of people entering the school site to help reduce the risk of transmission.

### **Examples of Visual Displays**

Students and staff should expect to see visual displays around the school site which promote social distancing; good personal hygiene and one-way systems for transfer between different areas of the school site.



### **Lateral Flow Testing**

We have made rapid-result coronavirus (COVID-19) tests available to all staff working in school, this has already started with staff that have been on site.

From 15<sup>th</sup> March for year 11 and from 17<sup>th</sup> March for year 10, we have offered, twice weekly, Lateral Flow Tests to all students in these year groups. These tests will be for use at home.

Staff and students do not need to take the LFT tests over the Easter break, but should start again on 12<sup>th</sup> April, before attending school.

On the first day the students attended school they were given testing kit and shown an NHS video about the testing. [A link to all the documentation, video and privacy notice is here.](#)

Anyone who tests positive using a Lateral Flow Test (LFT) must not attend a school. They and everyone they live with must self-isolate immediately according to the self-isolation guidance whilst they undertake the following actions:

- [report the test result online to gov.uk](#)
- book a follow up PCR test through the [online booking portal.](#)
- [notify their school of the result here.](#)

They will be contacted by the local contact tracing team to identify contacts who will need to self-isolate – they must follow any advice given by the local contact tracing team.

A negative test result does not remove the risk of transmission. Please remember if you test negative, this does not mean you can relax your infection prevention measures and if you show any of the COVID-19 symptoms to self-isolate immediately and book a test. Those living with someone showing symptoms or who has tested positive for COVID-19 must also self-isolate.

### **Test, Trace, Protect**

[Test, Trace, Protect](#) came into effect in Wales on 1<sup>st</sup> June 2020. Similarly, the Education Minister has indicated that school-based staff will be able to access testing.

Where a member of staff or child receives a positive test for COVID-19, all students and members of staff in that 'group' will need to self-isolate for 10 days. If other cases are detected at the school, the local health protection team from Public Health Wales will contact the school to take appropriate steps to reduce risk of reproduction of the virus. This may include requiring further individuals to self-isolate.

### **Transport**

At present, facemasks will be compulsory for all passengers travelling by bus or taxi, and this will therefore apply to Ysgol Clywedog students. All students eligible for school transport will be contacted by the Wrexham school transport service over the summer holidays to confirm arrangements, and if you have any queries then please contact them directly. <https://www.wrexham.gov.uk/service/school-transport>

### **Catering (lunch and snacks)**

Students will need to bring a packed lunch or they can pre-order lunch from the canteen at the start of the day and it will be delivered to a drop-off point within each year zone.

However, due to the need to restrict contacts between year groups, we will be unable to provide breakfasts before school or snacks at break time.

Parents are kindly requested to ensure that accounts are credited using the online payment system prior to the school reopening, as the canteen will be unable to accept any cash payments. <https://www.parentpay.com>  
Please be aware the vending machines will not be available.

### **Use of personal protective equipment (PPE)**

It is important to remember that physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) have been identified as the most effective ways to prevent the spread of coronavirus. Hand hygiene is critical before and after all direct contact with a child or young person, and after cleaning equipment and the environment.

In line with the latest medical and scientific evidence, there is no requirement for the use of personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings.

The school will work closely with the local authority to ensure personal protective equipment is available for the following

#### **Suspected coronavirus (COVID-19)**

- Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care;
- Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting;
- Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.

### Intimate care

- Gloves and aprons should be used when providing intimate care to a child or young person.
- This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding;
- Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting;
- Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction;
- Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.

Guidance will be followed which sets out that gloves and an apron should be used when cleaning areas where a person suspected of having COVID-19 has been.

The school will work closely with the local authority to obtain the necessary PPE to cover the above. Training will be provided to staff to ensure they understand how to put on/remove PPE in order to reduce the risk of onward transmission of infection.

### **Emergencies, accidents and first aid**

There will be named members of staff who are qualified in first aid on site each day. In the event of an accident at school, the same procedures will apply. However, where a student requires first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; goggles and/or face-shield) whilst administering treatment. Any staff who administer first aid or have direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed.

### **Safeguarding**

The school recognises that students will have encountered different experiences and home environments during lockdown. All staff have been reminded of their safeguarding duties within the statutory safeguarding guidance for education settings [Keeping Learners Safe](#) and with the [Wales Safeguarding Procedures](#).

Safeguarding procedures remain the same. In the event of a safeguarding concern, then students and staff are expected to follow the usual procedures. Where there is a safeguarding concern, students and staff should report the concern to Mrs Hughes, Assistant Head (Designated Senior Person) immediately; or in her absence Mrs Hope, Assistant Head (Deputy Designated Senior Person).

I hope this provides you with an overview of our arrangements for the second half of the autumn term. Please be assured that your child will receive an induction programme on their return to school, which will set out in detail the new working arrangements alongside the videos published.

We recognise that these arrangements may appear daunting and unusual, but I would like to reassure you that we will do our utmost to ensure that all of our students are nurtured and cared for, in a safe environment

## Frequently Asked Questions

The Welsh Government has a dedicated COVID-19 frequently asked questions [section](#), which relates to the latest guidance and legislation.

### School Specific FAQs

#### 1. What is expected of my child in school?

We expect all students to return to school, unless they are feeling ill or have tested positive (or a member of the household) for COVID-19 (as above)

#### 2. Will distance learning still be set if my child does not attend?

There have been lots of positives from distance learning and we will be continuing with some of the processes that have worked well. Google Classrooms will be the main portal for homework and will be available in case of a local or second lockdown. Online lessons will continue when a year group is not on site, but will not be provided on days when a year group is in school.

#### 3. When will school get back to 'normal'?

The health and wellbeing of both students and staff will be the primary focus when making any decisions on a return to full operations. These decisions will be influenced by guidance from the local authority and national government.

#### 4. Will all students and staff be expected to wear PPE?

No. Personal protective equipment will not be necessary. However, some students and staff may feel more comfortable wearing, for example, a face mask. While we are not providing these as they are not scientifically proven to prevent transmission, we will not prevent people from wearing them. However, we expect those who wear them to do so sensibly and not to share any face mask with another person.

#### 5. How will you keep my child safe if/when they return to school?

As always, we will do everything we can to ensure the safety of your child (and staff). We have undertaken a comprehensive assessment of the risks associated with phased re-opening and COVID-19. We have identified a range of control measures which are designed to lower these risks. However, it does require students, staff and families to work with us to adhere to these.

#### 6. My child receives a free school meal. Will they still be fed?

Yes. Free school meals will be available as part of the canteen ordering system.

#### 7. How will work be set for my child?

Learning will be face-to-face learning for the summer term, with remote learning undertaken from home only if the need arises (apart from homework!). We will continue to set homework using Google classrooms and staff will then provide feedback, in line with the school's agreed policies.

#### 8. What if the situation does not continue to improve?

We are continuing the school timetable and calendar as normal, but can revert back to a hybrid model which includes reduced school access if needed. As soon as the situation changes, we will communicate and act accordingly.

#### 9. What if another child misbehaves and doesn't take the safety of others seriously?

In order to ensure the safety and wellbeing of students and staff, everyone at school needs to take responsibility. Our 'Be Kind. Stay Safe' mantra reinforces the need for mutual respect and empathy at this very demanding time. Where a student has sustained difficulty understanding and/or fails to follow social distancing and personal protective procedures, the health and safety of themselves, fellow students and staff will be compromised. Therefore, the school will be operating the usual behaviour process for students on-site in relation to health and safety. This means if a student does not respond positively to classroom warnings, in relation to their ability to follow our safety measures, they will be removed and they will have to work remotely. In this scenario, parents/carers will be asked to collect their child immediately. We ask that parents/carers carefully explain the

rationale to students so that this doesn't become a concern. However, we cannot risk the safety of students and/or staff.